

CLASS TITLE: Assistant to the City Clerk
DEPARTMENT: City Manager
REPORTS TO: City Clerk

Computer	General Office Equipment
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent, Associate Degree in Business or related field is desirable; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Municipal Clerk desirable (If incumbent is not a Certified Municipal Clerk they must be working towards the designation and obtain within 5 years of being in the position)

KNOWLEDGE, SKILLS, AND ABILITIES:

Organization and functions of municipal government is strongly desired

Proficient use of Microsoft Office, maintaining records, files and binders

Knowledge of the Agenda Planner is desired

Key skill and ability to provide excellent customer service dealing tactfully and courteously with the public

Be able to communicate effectively both verbally and in writing..

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Work requires walking, standing, bending, carrying items under 25 pounds, such as books, files, papers, etc.

The incumbents working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.